MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

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Saratoga Springs, New York
May 7-9

Two gentlemen in Congress Park, Saratoga Springs, circa 1895.
Courtesy, George S. Bolster Collection, Historical Society of Saratoga Springs.

MARAC Spring Meeting
Saratoga Springs, New York, May 7-9, 1998

Please join MARAC at its next meeting, sponsored jointly with the Lake Ontario Archives Conference, to be held in scenic Saratoga Springs, May 7-9, 1998. The Local Arrangements Committee will provide you with an opportunity to explore the city through guided tours of a once thriving Jewish neighborhood, beautifully preserved 19th century architecture, historic Congress Park & Canfield Casino, and Saratoga National Historic Park, where British forces surrendered to the American Colonials in 1777. Come sample the fare at dozens of restaurants & cafes and quench your thirst at Saratoga's famous springs and local brew pubs!

The Program Committee has worked hard to develop a program with something of interest to all members, including introductions to the fundamentals, regional history highlight sessions, and an exploration of the tools & technologies of the future. Workshop topics will include: facilities planning & development, electronic records, basic arrangement and description, and photography & imaging technology. Sessions will explore the history of horse racing, the Spa City, Saratoga Springs, Revolutionary War sources, educational and public uses of historical records, and a session on Nazi gold, uncovering the real story of the transfer of looted gold into Swiss bank accounts during WWII. There will be exciting presentations on women's history in New York State and one concerning strategies for providing access to women's collections on the Web. Other sessions will explore the training and role of the archivist, real life issues, the user's view of archival description, and a discussion of fees for services. Finally, the program will include sessions on local government records, court records projects, relational databases, electronic technology & documentary publishing, and the effects of funding and technology on archives. Please join your colleagues at this smorgasbord of activities in beautiful and historic Saratoga Springs!

We look forward to seeing you there!

For more information please contact Local Arrangements Chair, Geof Huth, NYS Archives and Records Administration, at Email: huthg@emi.com or Tel: 518.798.5717.; or Program Committee Chair, Robert Morris, NARA-Northeast Region, at Email: robert.morris@newyork.nara.gov or Tel: 212.337.1303.

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. . . from the chair

I feel fortunate that my first conference as chair was our 25th anniversary meeting in Wilmington! The sessions were excellent (although I couldn't get to as many of them as I wanted to), the party was fabulous, and the FOGEYS reminiscences imparted a distinctive and vivid sense of our history as an organization. Too bad that we were not able to engage the women of the Presbyterian church to again cater our luncheon! Many thanks and kudos to all the program and local arrangements volunteers who made this celebratory meeting possible.

As a part of my message in this issue I want to share with you our most recent advocacy effort on behalf of an archival institution in our region. However, a message from your chair would not be complete without an update on the Strategic Plan Implementation. As was reported at the Business Meeting in Wilmington, a number of ad hoc committees have been appointed and will be reporting to the Steering Committee at the January meeting. (See the minutes printed later in this issue for details.) The main element of the Strategic Plan that I would like to highlight is the survey enclosed in this issue of the MAA that Ben Primer and the Meetings Coordinating Committee designed to poll the membership on the issue of a future fixed site for our conferences. Although we've worn out the folks in the Delaware Valley, I urge all of you to give some serious thought to the potential savings that could be realized in the ever-escalating costs of our meetings by using either a short- or long-term fixed site. The Steering Committee also needs you to think about and make suggestions as to the best way to structure such an arrangement, if we do decide to try another fixed site, so that we organize and mobilize our member resources in such a way that we don't exhaust another caucus or other local band of MARAC members. On the other hand, if you really don't like the idea of going to the same site year after year, you need to make that plain to the Steering Committee as well. In any case, **PLEASE FILL OUT THE SURVEY AND SEND IT IN!!** The results will not be nearly as useful if we receive only a smattering of responses.

At the Steering Committee meeting in Wilmington, a motion was passed to send the letter printed below to a number of representatives of the government of the District of Columbia. The DC Caucus had brought their concerns about the current staff levels at the DC Archives and Records Center to the Steering Committee some time ago, and this letter is the response of the Caucus and the Steering Committee to that situation. We have also sent a letter to Clarence Davis, the new Public Records Administrator for the District, inviting him to join MARAC for our mutual benefit and offering our assistance and support in this time of limited staff and funding for the District Archives.

Continued on P. 4

Of Mailing Times and Deadlines

For over a year, the spring and fall issues of the Mid-Atlantic Archivist (*MAA*) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the *MAA* in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the *MAA* to you in a timely manner regardless of how it is sent.

FIXED SITE Survey

Please fill in survey on fixed sites for MARAC Meetings on pages 5 & 6 and return to Ben Primer.

from the chair

Continued from P. 3

December 8, 1997

Kathleen E. Arnold
Office of the Secretary
Suite 1130
One Judiciary Square
441 4th Street, NW
Washington, D.C. 20001

Dear Ms. Arnold:

I am the Chair of the Mid-Atlantic Regional Archives Conference, an organization representing archivists from New York, New Jersey, Pennsylvania, Delaware, Maryland, West Virginia, Virginia and the District of Columbia. Recently several members of the District of Columbia state caucus alerted us to a situation that is of great concern to all of us within the archives community.

In January, Philip Ogilvie, the Public Records Administrator, resigned. This left only two people to operate the DC Archives and Records Center. Given the tremendous use of the records by genealogists, students, scholars, and government officials, we became extremely concerned that the records within the Archives and Record Center would be inaccessible. In addition, we were also concerned that the records themselves might become damaged if a skeleton staff missed maintenance problems or other situations that could put the records in jeopardy. Though we were relieved to hear of the hiring of Clarence Davis to replace Dr. Ogilvie, this has left the archives in the same perilous state as prior to Dr. Ogilvie's resignation, when the archives was already understaffed.

The DC Archives and Records Center is the storehouse for records that contain vital administrative, legal and evidential information regarding the programs and operations of the government of the District of Columbia. In order to satisfy the legal and informational requirements that direct government record keeping, it is essential that government institutions maintain control over their own records rather than allowing the custody of such records to pass to private institutions. Any government, whether federal, state or local, has a responsibility to its citizens to preserve and provide access to government information. The District government has the additional responsibility of maintaining the historical records of the evolution of home rule for the District and the many other unique and historically important aspects of the conduct of government in the District throughout its history.

Many of the materials present in the DC Archives cannot be found at the other repositories that provide information about the history of the District of Columbia. It is vital that the staffing level for the Archives and Record Center be high enough to provide patrons with research assistance and to insure that the records are protected from damage and theft. Although we understand the difficulties of the District's present financial situation, we believe that these materials are important and that citizens pursuing their rights and interests under government rule and researchers wanting to learn about the District of Columbia will be hindered if these records are not available due to damage or limited staff.

The members of MARAC wish to express our deep concern about this situation and ask that you take action to insure the preservation and access to the records housed at the DC Archives and Records Center. I thank you for reviewing this letter and look forward to your reply.

Sincerely,

Janet Linde

Chair, Mid-Atlantic Regional Archives Conference

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Fixed Site Meetings Survey

Which Wilmington meetings did you attend? (Check those attended):

☐ ***Fall 1995*** "The Business of Archives"

Tours: Winterthur, Hagley, New Castle, Taylor Made

Workshops: Records Management, Enclosures, Archives in Classroom, A/V Equipment, Internet introduction

Plenary: Marie Malaro, GWU Museum Studies Program

Luncheon: LuAnn DeCunzo: archeological dig, George Read House

Reception: Delaware History Center

☐ ***Fall 1996*** "Archivists Face to Face"

Tours: Delaware Art Museum, Microbreweries, Women's Conference at Hagley, Brandywine Valley

Workshops: Preservation, Artifacts, Oversize Materials, Digital Imaging, Leadership Skills, Outreach

Program: Special Focus Sessions on archival repositories and archival responsibilities on Friday

Luncheon: Barbara Meyer Darlin: Gibson Girl

Reception: Delaware History Museum

Other: MARAC Film Festival

☐ ***Fall 1997*** "Homecoming"

Tours: First & Central Presbyterian Church, Kalmar Nyckel Foundation, Rockford Brewing, Rockwood Museum, Hagley Festival of Shopping

Workshops Family History, Conservation, Photographs, EAD, Oral History

Program: Retro, special focus, regular sessions

Luncheon: Bernard Herman, Prof. of Art History

Reception: Homecoming Dance and Buffet

Other: MARAC Film Festival II

Reasons for not attending (check all that apply: **[More questions on back]**

Reason	**Fall 1995**	**Fall 1996**	**Fall 1997**
Cost	☐	☐	☐
Distance	☐	☐	☐
Conflict with 3-day weekend	☐	☐	☐
Tired of Wilmington	☐	☐	☐
Never Attend Meetings	☐	☐	☐
_____	☐	☐	☐

SIDE 1

Please detach here and mail to Ben Primer at Mudd Library, 65 Olden Street, Princeton, NJ 08544

IMPORTANT IMPORTANT IMPORTANT IMPORTANT IMPORTANT

Fixed Site Meetings Survey

1. Do you feel that the "fixed site" meetings at Wilmington were successful?
   ☐ Yes ☐ No ☐ Other answer:

2. Should MARAC continue to have a fixed site meeting? ☐ Yes ☐ No

3. Should the fixed site be:
   ☐ permanently in a single city [MAC meets every year in Chicago]?
   ☐ at one site for two years, then another?
   ☐ at one site for three years, then another?
   ☐ at one site for four years, then another?
   ☐ at one site for five years, then another?
   ☐ abandoned as an idea that does not work?
   ☐ other answer:

4. Regardless of how you feel about the fixed site concept, should the fixed site be for:
   ☐ meetings?
   ☐ Fall meetings?
   ☐ Rotated between Spring and Fall meetings?
   ☐ Other answer:

5. Regardless of whether you favor fixed sites, what city would be your preference for a fixed site meeting? (Please choose only one.):
   ☐ Baltimore
   ☐ District of Columbia
   ☐ Long Branch
   ☐ New York
   ☐ Philadelphia
   ☐ Pittsburgh
   ☐ Richmond
   ☐ Wilmington
   ☐ Other: _____

6. In lieu of a fixed site, do you approve of the concept of a spring meeting annually in the I-95 corridor (New York to Richmond and a fall meeting outside of the I-95 corridor? ☐ Yes ☐ No

7. Is there anything else you would like to add about MARAC meetings? If so, please use the space below or attach a fuller answer.

Please send your answers to Ben Primer, Mudd Library, 65 Olden Street, Princeton, NJ 08544 by February 15, 1998. **[Please answer questions on both sides of survey.]**

SIDE 2

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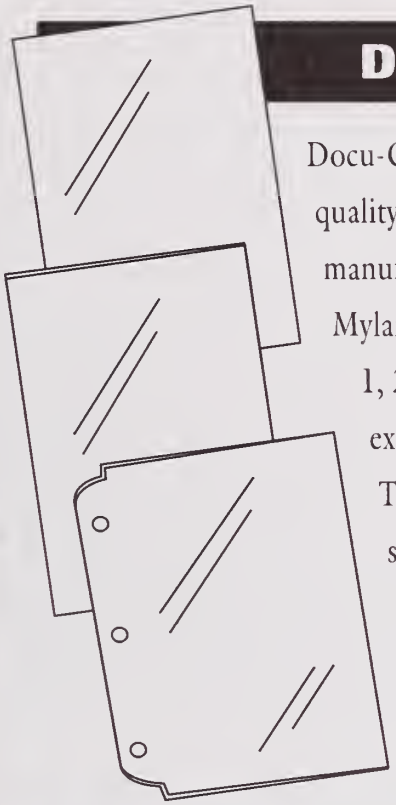

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Fellowships, Scholarships and Grants

The George Meany Memorial Archives offers five fellowships for the academic year: archives (3), library (1), museum (1). STIPEND: $11,500 and, where applicable, tuition remission.

Application Period: December 15, 1997 - March 15, 1998

Eligibility: Applicant must be a full-time graduate student pursuing a degree in history, library science, museum studies, American studies, material culture or related discipline. U.S. citizenship is required.

Application Procedure: Send cover letter, resume, one letter of recommendation, official undergraduate and graduate transcripts, and one writing sample to: Archives/Museum/Library Fellowship (SPECIFY CATEGORY), The George Meany Memorial Archives, 10000 New Hampshire Avenue, Silver Spring, MD 20903. NOTE: Completed applications must be postmarked on or before March 15. Interviews are held in April and fellowships are announced by May 15. Fellowships are not renewable and may not be deferred.

Fellowship Brochure: Available upon request.

Direct inquiries to Lynda DeLoach, 301/431-5441 (voice); 431-0385 (fax); ldeloach@capcon.net

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Pennsylvania Historical and Museum Commission

The Pennsylvania Historical and Museum Commission invites applications for its 1998-1999 Scholars-in-Residence Program. The program provides support for full-time research and study at any Commission facility, including the State Archives, the State Museum, and 26 historical sites and museums. Residencies are available for four to twelve consecutive weeks between May 1, 1998, and April 30, 1999, at the rate of $1200 per month. The program is open to all who are conducting research on Pennsylvania history, including academic scholars, public sector professionals, independent scholars, graduate students, writers, film-makers and others. For further information and application materials, contact: Division of History, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, PA 17108; 717-787-3034. Deadline is January 16, 1998.

★

Modern Archives Institute Scholarship

The Mid-Atlantic Regional Archives Conference (MARAC) has instituted a scholarship program to provide an annual scholarship (two when funding permits) of $545 to cover tuition for one individual to attend the Winter Modern Archives Institute (if two scholarships are available, one will be for the winter institute and one for the summer institute). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport Modern Archives Institute Scholarship.

To qualify for this program an individual must meet the following criteria:

1. Be a new member in good standing of MARAC with a membership of at least three months and less than three years duration at the time of application.

2. Be a new employee of at least one and no more than five years in an archival or archives- related field at the time of application, AND

3. Not have received any MARAC scholarships prior to this award.

To apply, applicants should submit a current resume, a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute; and two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

All scholarship applications should be sent to the Chair of the MARAC Education Committee, Danna C. Bell-Russel, c/o National Equal Justice Library, Washington College of Law, American University, 4801 Massachusetts Avenue, NW, Washington, DC 20016.

Applications for the Winter Institute Scholarship should be received no later than October 1; recipients will be notified by December 1. Applications for the Summer Institute Scholarship (if available) should be received no later than February 1; recipients will be notified by April 1. If there are no funds available for the summer scholarship applications will be carried over into the fall scholarship application process.

Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the Mid-Atlantic Archivist describing their experiences at the Institute.

Please Note: Application is for the scholarship only! Applicants must also contact the Modern Archives Institute to reserve space.

For further information about the Modern Archives Institute, contact Mary Rephlo, Staff Development Officer, National Archives and Records Administration, (301) 713-7390, ext. 260 or email her at mary.rephlo@arch2.nara.gov

★

MARAC Meeting Scholarship

The Mid-Atlantic Regional Archives Conference (MARAC) offers two scholarships of $300.00 each for individuals to attend its semiannual meetings. Scholarship funds may be used for conference registration, workshops, conference meals and travel expenses. Persons meeting the criteria outlined below are encouraged to apply.

Applicants must:

1. Be a new member of MARAC with a membership of at least one month and less than two years duration at the time of application OR

2. Be a new employee of less than two years in an archival or archives related field, or be currently enrolled as a graduate student in history or a related field, library science or archival administration, having taken at least three credit hours in archival studies, by the application deadline. Full and part time students will be considered.

3. Not have received any MARAC scholarship previous to this application.

4. Be from an institution (if employed) that is unable to provide conference expenses.

To apply, submit a current resume and a letter in which you outline your compliance with the qualifications, indicate the benefit you expect to receive from the scholarship, list the name, address and phone number of your immediate supervisor or graduate advisor, and include a statement (if employed) explaining your institution's inability to provide conference expenses. Applications should be sent to Danna Bell-Russel, Chair, MARAC Education Committee, National Equal Justice Library, Washington College of Law, American University, 4801 Massachusetts Avenue, NW, Washington, DC 20016. The deadline for receipt of Fall conference scholarship application is September 1; for Spring Conference Scholarships the deadline for receipt of applications is March 1.

State & Local News

Archives Day in Monmouth County 1997

Archives Day in Monmouth County, New Jersey, was held at the Monmouth County Library Headquarters in Manalapan on October 18, 1997. This event, organized in recognition of Archives Week, was the second of its kind in New Jersey, the first having been held here last year.

The event was planned by a Steering Committee, chaired by Gary Saretzky, Monmouth County Archivist. Others on the Committee were primarily Monmouth County members of the New Jersey Caucus of the Mid-Atlantic Regional Archives Conference (MARAC).

Archives Day opened with a plenary session, at which Lois Densky-Wolff presented an award from the MARAC NJ Caucus to the New Jersey Historical Commission for services to New Jersey's archives. Monmouth County Clerk M. Claire French presented the first Jane G. Clayton Award for efforts to preserve the history of Monmouth County to George Moss, Jr. County Freeholder Theodore J. Narozanick read an Archives Day proclamation, which was given to the Monmouth County Archives for display.

Archives Day continued with four one-hour lecture programs; eight videos; paper and book conservation demonstrations; and thirty-one exhibitors (historical organizations from Monmouth County, Ocean County, or those serving the entire state). Last year, twenty-two organizations exhibited, so this was a 41% increase in participation. At least two individuals from each exhibiting organization attended.

Lecturers included Marilyn R. Kralik on researching the history of Ocean County; Scott Peters on slavery in Monmouth County; Stanley Nash and Thomas Frusciano on using the internet for historical research; and Susan Lunas and Gary Saretzky on preservation of books, papers, and photographs. There were also meetings of several organizations or committees thereof: Advocates for New Jersey History; League of Historical Societies of New Jersey; Monmouth Librarians Association; and the Central Jersey Advocacy Committee for New Jersey History.

The morning reception was offered courtesy of the MARAC NJ Caucus. Box lunches were provided to preregistrants. Approximately 300 people visited the exhibits or attended one or more events. Reactions, both collected informally and compiled from written evaluation forms completed by participating organizations, were very positive.

What's Happening in Your State?

What's happening in your state? Let Charles Greifenstein, the editor of the *maa* know the important events taking place in your state or region. Then the entire membership of MARAC will be able to read it in the ***State & Local News*** column. This information can be about future events or about past events. Write the *maa* informing us about who has been promoted or who has changed jobs. You'll read it under the ***People*** column. What is the latest news in preservation of material? Write the *maa* and then look for the article under ***Preservation News*** in the following issue.

Have you received or is your place of employment giving grants, scholarships or fellowships? Let the *maa* know and it will appear in the following issue.

Keep the *MAA* staff informed and you the reader will be informed. See the back page for the names of editors of the *MAA*.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

The Scott Memorial Library at Thomas Jefferson University

The Scott Memorial Library at Thomas Jefferson University has an opening for a full-time University Archivist/Special Collections Librarian who would report to the Director of Collection Management.

Responsibilities: include providing reference service for the Archives and the Library, organizing and describing archival holdings, overseeing preservation of all library materials and preparing exhibits.

Qualifications: Masters degree in History with an emphasis in archival administration or an MLS from an ALA accredited institution required. Two years of professional university or institutional archives experience is essential. A knowledge of MARC AMC format and microcomputer technology is highly desirable.

Salary: Low $30,000's

Qualified candidates may send their resume, along with the names of 3 references to:

Doug Block, Business Manager
Scott Memorial Library
Thomas Jefferson University
1020 Walnut St.
Philadelphia, PA 19107-5587

From the Incoming Editor

This issue of the Mid-Atlantic Archivist marks the the transition of editors from Dick Wood to myself. I am fortunate to have associated with *MAA* a number of people who have been working with *MAA* for a while and who have been and will continue to be a great help in putting together each issue. Over the next months I hope I will be able to maintain the standards already established and, with input from all MARAC members, add new facets to *MAA* that will make it even better.

Charles Greifenstein

From the Outgoing Editor

Often cliches really do turn out to be true. An example of this for me is the old adage "time goes fast when you're having fun." It does not seem possible that I have been editor of the Mid Atlantic Archivist for the past two years, and that this issue is being edited by my successor, Charles Greifenstein. First of all I want to wish him the best of luck in a position which I know will be both challenging and rewarding for him. It's challenging in the need to publish four issues a year (with deadlines yet!), gathering information for a readership diverse in its individuality but united in knowledge of its profession. Yet the rewards will be just as great if not greater. During my two year tenure it has been my pleasure to interact with hundreds of individuals with no unpleasant words. These include MARAC chairs, Steering Committee members, local arrangements committees, state and local chairs, preservation editors, caucus members, individuals submitting (and seeking) employment information, session abstract writers, and critics whose proofreading skills exceeded those of the editor both before and after MAA publication. Also due for thanks are Amy Opitz of LaserQuick and advertising editor Bruce Abrams. The physical attractiveness of the MAA is Amy's work, and because of Bruce's diligence I never once had to worry about advertising; it was always there. I have no doubt that Charles will experience the same kindliness and cooperation as I did.

Thank you for a rewarding and fulfilling two years.

Dick Wood

New MARAC Members

Eric Ackerman
Virginia Tech

Elizabeth W. Adkins
Ford Motor Company

T. Juliette Arai
University of Maryland

Mark Bailey
Yale University

Thomas Battle
Howard University

Richard R. Berg
Lancaster Theological Seminary

Michala Biondi
New York Public Library for the Performing Arts

Tommy L. Bogger
Norfolk State Library

Sylvia Bradley
Salisbury State University

Janet R. Carlton
Virginia Tech University Libraries

William A. Casari
United Federation of Teachers

Terry Catapano
Rutgers University

Bob Chambers

Roger Christman
The Library of Virginia

Mary Alice Cicerale
Philadelphia Museum of Art

Heather Corcetto
University of Maryland

Merisue D'Achille
National Archives

Joann D'Esposito
Monmouth University

Michelle DeMartino
University of Maryland

Claire Dienes
The Museum of Modern Art

Laura E. Drake
The Juilliard School

Sara W. Duke
Library of Congress

Tom Eisinger
University of Maryland

Rebecca Fitzgerald
History Associates, Inc.

Jeanne Forester
Astra Merck Incorporated

Albert W. Fowler
Crandall Public Library

Denise Fox
Camden County Historical Society

Sister Joan Freney, RSM
Sisters of Mercy of the Americas

Tamar Galed
University of Maryland

Stacy B. Gould
College of William & Mary

Joanne Grossman
Allegheny University of the Health Sciences

Melody J. Haymire
University of Maryland

Scott Hertzberg
University of Maryland

F. Holly Hodges

Michael Horsley
Smithsonian Institution

Steve Hussman
The Frick Art & Historical Center

Claire A. Johnston
Princeton University

Lois Kauffman

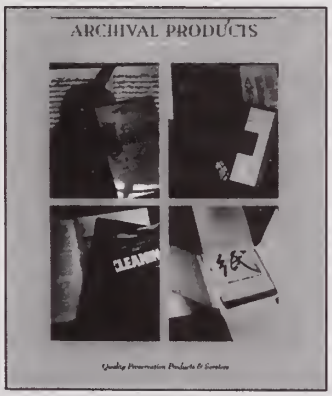
Ellie Kidd
Salem County Clerk's Office

Jennifer King
Arlington County Public Library

Tabitha Kirin

Continued on P. 27

Elegant Solutions for Preservation



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STEERING COMMITTEE MEETING

Mid-Atlantic Regional Archives Conference, Steering Committee-Fall Meeting, Steering Committee Minutes, November 6, 1997, Holiday Inn Downtown, Wilmington, Delaware

IN ATTENDANCE: Fredrick Armstrong, Danna Bell-Russel, Lauren Brown, Patrice Brown, Lynn Catanese, Yvonne Carignan, Becky Collier, Lois Densky-Wolff, Jackie Esposito, Leonora Gidlund, Sue Hamburger, Margaret Jerrido, Elizabeth Joffrion, Janet Linde, Lisa Mangiafico, Susan McElrath, Linda Miller, Stephen Novak, Ben Primer, Cynthia Requardt, Gary Saretzky, Diana Shenk, Karen Stuart, and Richard Wood.

1. **Call to Order**

Janet Linde, MARAC Chair, called the meeting to order at 5:35 at the Holiday Inn in Wilmington, Delaware.

2. **Approval of Minutes**

The minutes of 18 July 1997 Steering Committee meeting were approved with corrections.

3. **Chair's Report**

A. Appointments and Resignations

• Standing Committees-The appointments for the following committees were announced: Finance-Mary Ellen Rogan, and Cynthia Requardt as the At-Large representative for the Steering Committee; Publications-Linda Angle Miller; Education-Russell Gasero, Dale Harter, Liz Marzuoli, and Mary Rephlo; Awards Committees-Michael Knies for the Finding Aids Award, and Michelle Pacifico was selected as chair of the Custer Awards.

• Ad Hoc Committee-The following individuals were appointed to the Ad Hoc Committee on Contractual Services: Becky Collier and Ben Primer (appointment mandated by Strategic Plan), Lauren Brown, Jim Byers, Russell Gasero, Valerie Metzler, Karl Niederer, Diana Shenk, and Marsha Trimble. In addition, Janet asked the Education Committee to set up an Essay Contest Committee as outlined in the Strategic Plan.

• MARAC Liaison to the National Coordinating Committee for the Promotion of History (NCCPH)-Peter Wosh has agreed to serve in this position.

• Interagency Council on Information Resources for Nursing (ICIRN)-Fynnette Eaton forwarded correspondence to Janet Linde from the ICIRN concerning $100.00 dues that MARAC owes. This was discussed at the November 1996 Steering Committee meeting as cited by Janet. It was pointed out in the minutes that Fynnette, former MARAC Chair, raised questions regarding whether we were required to pay dues and asked that this be investigated further. Janet asked if anyone could report on the outcome of this investigation. No one on the Steering Committee could provide any information. Then Janet proposed that Steve Novak look into this situation and report back to the Steering Committee in January. Steve agreed to take on this task.

• Resignations-Janet announced that Jennie Guilbaud will resign as chair of the Membership Committee after the Saratoga meeting and George Hing resigned as Pennsylvania State Representative. Janet reported that at the Pennsylvania State Caucus meeting a discussion will take place about the selection of an individual to serve out George's term as chair until the spring election. The Caucus will report back to Janet.

B. MARAC/MAC meeting at SAA

MARAC leadership met with MAC leadership over lunch at the SAA. The meeting focused on the joint meeting planned for the year 2000. MAC leaders asked that MARAC choose the Local Arrangements and Program committees for that meeting soon. There was concern expressed that the information about the joint meeting be disseminated before the information for the SAA meeting in Denver is distributed. The negotiations with the hotel in Cleveland were discussed in some detail. The desirability of having a MARAC representative go to Cleveland to negotiate was mentioned. It was agreed that the MARAC Steering Committee and the MAC Council would make a decision on the hotel at their fall meetings. [This decision has been superseded by more recent events.] There are two problems with the current hotel contract: the room quotas that we are expected to meet for each night and the room price. The question was raised as to whether or not the room price alone was enough reason to walk away. Nothing was resolved on the hotel issue, but MAC leaders expressed an interest in possibly hiring the SAA consultant who negotiates hotel contracts to pursue the negotiations. MAC leaders also stated that the MAC registration fee is limited to $28.00 and that they will want to hold the registration fee for Cleveland close to that. Elisabeth Wittman mentioned that she would like to receive a copy of the revised meetings handbook once it is completed.

The possibility of MARAC members receiving a discount on subscriptions to Archival Issues, the MAC journal, was discussed. The MAC leaders present at the lunch thought that a $12 subscription rate might work, but expressed some concern that MAC might lose membership if this subscription rate is offered. The MAC Council is to discuss this issue at their fall meeting. The discussion moved on to MAC's experiences with contracting out certain administrative functions. Karen Benedict, MAC, suggested we contact Joel Wurl for further information relating to this matter.

C. Cuban Archivist Update

It was announced that the Cuban archivist, Carlos Suarez, had received a scholarship to study in Spain. Therefore, the trip here has been canceled and the check returned.

4. **Vice Chair's Report**

A. Reports from Committees

• Fall 1996 Wilmington meeting-It was announced that a report has not been received from Diane Windham Shaw.

• Spring 1997 Charlottesville meeting-The Program Committee for Charlottesville suggested that the current Manual needs to be revised and suggested adding checklists and time lines, and mounting it on the web. They suggested the need for co-chairs for all future committees. They cited the need to revise the division of responsibilities between local arrangements and program committees. They believed that the program committee should not be seen as subordinate to local arrangements. Questions were raised about benefits that might be provided to non-member speakers and the need for a budget for programs separate from local arrangements. The Committee also discussed the need to turn over more of the work of the convention to a service bureau.

• Fall 1997 Wilmington meeting-Margaret Jerrido reported that there were 253 registrants as of November 3. As of Thursday they had received 10 more. Workshops I and V had to be canceled because of lack of registrants. Tour V had to be canceled. The hotel was booked to the max, the overflow was sent across the street to the Brandywine Hotel. Ben Primer commended Margaret for a well planned, coordinated, and executed meeting.

B. Future Meetings

• Saratoga Springs NY, Spring 1998-Local Arrangements Chair, Geof Huth, developed a revised budget which was presented to the Meetings Coordinating Committee (MCC) on Thursday. John LeGloahec will serve as Vice Chair of the LAC for Saratoga Springs. This will be a joint meeting with the Lake Ontario Archives Conference (LOAC). Geof presented the slide show on this meeting at Saturday's breakfast session. The Committee has not heard from Bob Morris who is the program chair.

• Washington DC, Fall 1998-Plans for this meeting are moving forward swiftly. The Local Arrangements Committee co-chaired by Marisa Keller and Beth Joffrion has successfully negotiated a rate at the Hyatt Regency Washington on Capitol Hill ($125 single/double occupancy) for November 19-21. Susan King McElrath is Chair of the Program Committee which has already had a couple of meetings. It was pointed out that this meeting is the week before Thanksgiving. MARAC had to guarantee to fill 200 rooms in the hotel. Therefore, to ensure that we meet the room quota the meeting should be strongly promoted.

• University Park, PA [Penn State], Spring 1999-Jackie Esposito, Local Arrangements Committee Chair, hopes to have a memorandum of agreement by the time of our meeting. She is working on a budget and expanding the local arrangements committee with members of the Pennsylvania caucus. Michelle Dzyak is treasurer for this meeting. Diana Shenk is Chair of the Program Committee.

• New York, Fall 1999 [?]-This conference continues to be problematic because a location still has not been chosen. Both Steve Novak (checking out a new hotel in Brooklyn) and Greg Hunter (looking at Long Island) are at work to bring MARAC to new parts of greater New York. However, we are still looking for other possible sites for this meeting. It was pointed out that SAA will be in Pittsburgh at around the same time.

• Trenton/Princeton, NJ, Spring 2000-Ben Primer and Karl Niederer have visited three hotels in the Princeton area that could accommodate MARAC. Another possibility may be a new hotel scheduled to be open by 2000 in the downtown Trenton area. Also, OHMAR (Oral Historians in the Mid-Atlantic Region) contacted MARAC about the possibility of having another joint meeting at this time.

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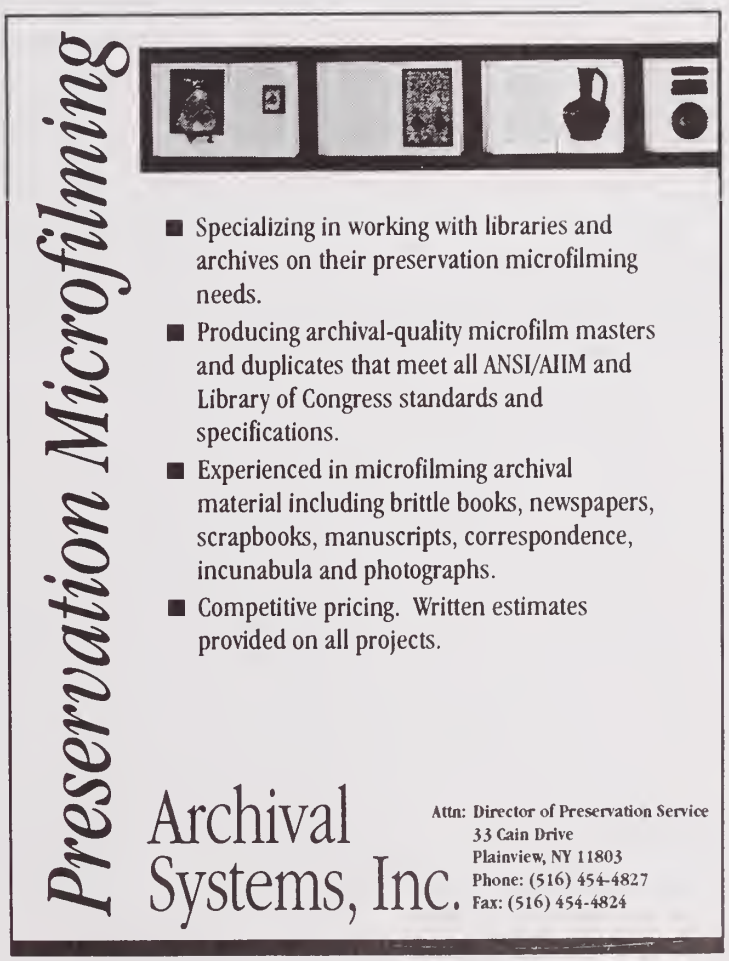
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Steering Committee

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• Cleveland, OH, Fall 2000 [Joint Meeting with the Midwest Archives Conference]-Ben Primer met with Elisabeth Wittman, the MAC Vice President, in July in Philadelphia. She and Ben hammered out a timeline that calls for earlier appointments of both local arrangements and program committee chairs, probably as early as January 1998. We still have not agreed on a hotel, despite what seemed a fairly clear decision by MARAC Steering Committee to opt for the less expensive Sheraton as opposed to the Renaissance which had first been proposed. John Paul Deley was in Cleveland last week and will bring a report on his evaluation of the two venues (and perhaps others).

In addition, at its fall meeting, MAC's council voted to consider hiring Debbie Mills (who until recently managed conventions for SAA) for a fee not to exceed $400.00 to be shared by MAC and MARAC, to see if she could negotiate better rates. There is no guarantee of course that she could secure any better rate than we have. In the meantime the hotels are pressing us to make a decision. Also, we need to come to terms regarding how we will split income/losses from this meeting before we sign the agreement. It was decided to go with the Sheraton. If MAC does not want to go along with this decision, then the hotel selection process will have to begin again from scratch with the assistance of a delegation from MARAC. It was also stated that we will convey to them that MARAC is not in favor of hiring (and will not pay for) a hotel negotiation consultant.

• Spring 2001-Ben Primer believed we should hold this date (and Fall 2001) open as a possible time for a new three-year fixed site, depending on the results of our membership survey.

• Meetings Handbook-This project will be delayed until next year. Jackie Esposito did not receive a copy of MAC's revised handbook until late in the summer, and she is trying to see how we might benefit from the ideas MAC includes in their handbook.

• Esposito Article-Jackie's article, "Semi-Annual Meetings: What You Need to Know and How You can Participate" appeared in the Fall 1997 issue of the Mid-Atlantic Archivist.

C. Items for Steering Committee Action

• Increase costs for vendors-Ben Primer, Vice Chair, stated that the Meetings Coordinating Committee (MCC) felt that we should increase the price vendors pay for tables. Our current price for tables is $100.00 which is far below the rate for tables at other conferences. The Committee believed that we should raise the rate to $150.00 for one table and $250.00 for two tables. Since this was a guideline in the handbook not a policy the Steering Committee decided to let this Committee decision stand without a vote.

• Bank Account for Saratoga Springs-Ben reported that the Steering Committee needed to approve a bank account for the meeting. A resolution was passed approving an official bank account for this meeting.

• Saratoga Springs Budget-The MCC raised a question concerning whether they should charge for breakfast on Friday and have that fee as part of the meeting. Ben mentioned that this may be dropped later. Ben did not have a budget to present to the Steering Committee at this time. It was decided to vote on the budget at the January meeting.

• Agreement between the Lake Ontario Archives Conference and MARAC- The MCC discussed various aspects of the agreement covering the upcoming joint meeting. Highlights included procedure/policy for the division of profits or losses between the two organizations. A Committee recommendation was made to accept the agreement minus item 4 regarding LOAC members who are not MARAC members. The recommendation was accepted.

• Policy for registration fees for new members-It was reported that quite a few new members to MARAC missed the deadline for the lower registration fee for the fall meeting. The question was raised as to whether under the circumstances they could receive the lower registration fee. The Wilmington LAC came to Ben Primer for clarification. Ben agreed to allow the new members to receive the lower rate. In turn he brought the question to the MCC and the Steering Committee for approval. The MCC made the recommendation to continue this policy. It was emphasized that it only covered new members who missed the first mailing. The Steering Committee voted to continue this policy.

• Raise minimum for registration-Ben stated that there currently is a $50.00 limit on the registration fee. At the Charlottesville meeting the fees covering meals used up $40.00 of the registration fee. The MCC believes that LACs should be allowed the flexibility in setting their own registration fees. The check on these fees would be the MCC and the Steering Committee both of which would continue to oversee meeting budgets. All fees would still have to be properly justified. A Committee recommendation was made to eliminate the $50.00 limit on the registration fee and allow committees to be free to set registration fees at what they believe is a reasonable level for the meeting with checks made by the MCC and the Steering Committee. The Steering Committee voted to accept the recommendation of the MCC.

• Workshop Participants-We are not realizing our $2.50 profit from workshop attendees because they don't have to register for the meeting. The MCC wants to build the $2.50 into the workshop budget. The discussion focused on the various ways that we could collect the additional money. The motion was made to have those individuals attending only the workshop to pay a $5.00 registration fee. The motion passed.

• Resolutions at Saturday Breakfast-The Vice Chair announced that he will not be responsible for coordinating these resolutions.

• Three year fixed site evaluation-The Committee approved an evaluation plan for the three-year fixed site for Wilmington. It is hoped that the survey will be ready for inclusion in the winter issue of the newsletter.

5. **Secretary's Report**

• Green notebooks-Those notebooks that were located have been passed on to current Steering Committee members (Steve Novak and Cynthia Requardt). Copies of the most pertinent parts of the notebook were given to those members still without notebooks (Jackie Esposito and Lynn Catanese). Diana Shenk has volunteered to go through the notebook to identify what should be discarded and what should be passed on.

6. **Treasurer's Report**

A. Fourth Quarter Treasurer's Report Highlights

• Bank interest income ($3,540.48) came mostly from two CDs maturing in July.

• The miscellaneous income came from charging nonmembers for postage to receive the Archives Week poster.

• The Steering Committee expenses were for the July meeting lunch and travel costs.

• The Outreach Committee expenses were for the printing of Archives Week posters.

B. We have not received a check from Charlottesville but anticipated profits will be approximately $4,000.00. The LAC is waiting for checks and one outstanding bill to clear before they can close out the account.

C. The Meetings Coordinating Committee requested that the taping of the "All the Young Dudes" session be paid by the whole membership instead of those who attend the conference (not out of the LAC budget). The costs are estimated to be $155.00. The Chair and Treasurer decided that unbudgeted MARAC funds would cover this expenditure by allocating it to the Conference Advance category and writing a check to the LAC. In turn, the LAC Treasurer would pay for the expense.

D. The annual audit is scheduled to occur during this meeting with the results to be announced at the business meeting.

E. Strategic Plan implementation obligations-The Treasurer is charged with the following tasks and has requested assistance from the Finance Committee:

• investigating the possibility of changing MARAC's IRS status to an educational organization instead of a professional organization-Jim Byers will assist the Treasurer with this matter. He hopes to complete this task by January; if not then it will be done by May.

• setting up an endowment fund-can't undertake this task until other factors are put into place.

• determining the future formula for transfers into an endowment fund-same as above.

• investigating the costs of an outside organization performing the annual audit-Cynthia Requardt is tasked with investigating the cost of having an audit done by an outside organization. It is hoped that this will be done by the Saratoga meeting.

• investigating the costs of bonding the MARAC Treasurer, the MARAC Administrator, and the LAC Treasurers.

• investigating the costs of contractual services as member of an ad hoc Committee and report to the Finance Committee-The Committee has been chosen and is moving forward. Question came up regarding meeting expenses. Monies will be taken from unbudgeted funds ($300.00) and miscellaneous funds ($300.00) to cover the travel expenses. The Steering Committee voted to accept this reallocation of funds.

F. In addition to the tasks outlined above, the Treasurer is to submit long-range plans and goals of the Finance Committee to the Steering Committee at the January meeting.

7. **Administrator's Report**

The total number of members is 1139 (1094 individual members and 45 institutional members). We have

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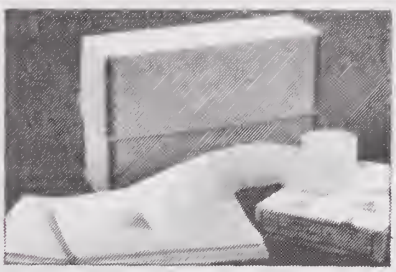

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Steering Committee

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acquired 92 new members since May. Kudos to the Membership Development Committee for a job well done.

Renewal notices were sent in late September. We have had a response from 44% of the membership.

8. **Archivist's Report**

Lauren Brown reported a number of recent accessions including those files generated by Lucious Edwards while he served as MARAC Chair (1993-95). It was also announced that three new accessions were received during this meeting.

It was noted that there was heavy researcher use of the Archives but it was confined to MARAC officers and members. Lauren also mentioned his assistance to the Wilmington/Local Arrangements Committee (forwarded copies of publications, photographs, photographic images, etc.) in conjunction with preparations for the upcoming 25th anniversary meeting.

Lauren announced that the Archives & Manuscripts Department at the University of Maryland is expected to move into renovated space in Hornbake Library on campus. The move is expected to take place in late 1998. Now that the move is well underway, Lauren plans to proceed with the hire of a graduate student to assist in processing recently accessioned files and with MARAC Archives programs generally. This hire should occur in the next three months.

9. **Standing Committees' Report**

A. Education Committee

• Scholarships-It was reported that the MARAC meeting scholarship was awarded to Cathy Lynn Mundale of Virginia Union University. The Rapport/Modern Archives Institute Scholarship was awarded to Claire Dines of the Museum of Modern Art.

As a result of the lack of applicants for the scholarships, the committee is looking for better ways to publicize their availability. Announcements are already posted on the web, on Archives and Archivist, Museum-L, Records Management, and Ex-Libris. There is also supposed to be an announcement in the Mid-Atlantic Archivist twice a year. In addition, announcements about the scholarship are made to new members. The Committee pointed out that they need to send updated announcements to regional archival educators so that they can alert their students to these opportunities. They would appreciate suggestions of other places where scholarship announcements can be placed.

In addition, this application process highlighted what has been a problem for a number of years; the fact that it appears that people apply for the scholarships and membership award at the same time that they join MARAC. The committee is strongly supportive of the scholarship program, but is frustrated by the fact that people who have only been members for a short time apply for the scholarship. The Committee asked the Steering Committee to approve their request that new members be members of MARAC for a minimum of one month before they are allowed to apply for any scholarship. This is to avoid the administrative hassle of checking on the membership status of applicants on a daily basis. Discussion at the Steering Committee meeting centered on whether one month was enough time to be a member before applying for one of the scholarships. Concern was raised over having people join MARAC just to apply for a scholarship. It was decided to stay with the one month limit on membership to apply for the meetings scholarship and to add a three month membership limit to apply for the MAI. The Steering Committee voted to accept this motion.

• Funding-The Committee discussed their concerns about developing a steady stream of funding for the scholarships beyond the profits from conferences which are not always consistent. They would like to be able to offer a standard number of scholarships per year which is not always

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possible due to the fluidity of conference profits. Some discussion centered on the creation of an endowment fund that would provide this type of funding. It was pointed out that planning along these lines is in the works as outlined in the Strategic Plan.

• Essay Contest and workshops-In addition, the Committee was asked to begin the groundwork on the new award for best essay from within the MARAC region. They will also begin work on developing a list of basic/beginning workshops and more advanced workshops that can be given during conferences and possibly at other times during the year. The subcommittees working on these areas will develop guidelines for workshops, determining what organizations offer workshops that we could provide our members, what our members actually want and need, what other regional groups have done to support workshops, and if we should develop canned workshops to be used.

• SAA related activities-Danna Bell-Russel and Peter Wosh attended the Education Forum that was held at this year's SAA conference. As a result of the Forum, a committee was formed to discuss educational issues within the region. Danna and Bruce Dearstyne of the University of Maryland, College Park were selected to be members of this committee. Kathleen Roe as co-chair of CEPD will be an ex-officio member of the committee. Greg Kenney, Education Committee chair for MAC, will be chair of the committee.

B. Nominations and Elections Committee

The Committee will meet on Friday afternoon to discuss nominations for the following offices: Secretary, Treasurer, State Caucus Representatives, Custer Committee, and Nominating Committee. The Committee requested that the state representatives solicit nominations from their state caucuses.

C. Membership Development Committee

Lisa Mangiafico made the report for Jennie Guilbaud. Lisa announced that the new membership orientation meeting will take place on Friday at 10:00. Janet Linde reminded all members of the Steering Committee that they are expected to attend.

D. Outreach Committee

• Technical Leaflet-The Committee hopes to have something to show to the Steering Committee at the next meeting.

• Archives Week Poster-It was reported that the total cost to produce the poster was $1,288.19. MARAC covered $600.00 of this; the rest was covered by Penn State. The Committee thanked Penn State for their support.

The Committee made a recommendation to call for a third poster for 1998. This way there would be three posters that could be rotated from year to year to reduce the cost to produce the posters. Some discussion centered on the distribution of the posters that was done through members at institutions. It was suggested that the posters in the future should be sent to individual MARAC members, not institutions. It was decided to take the question back to the caucuses to find out if the present distribution was successful and if they actually used the posters. This will be discussed further at the January meeting along with the suggestion that the Committee budget be increased to cover mailings to individual members.

• Distinguished member award-There were no nominations received for this award. There will be a call for nominations placed in the next newsletter.

• Service Awards-There were seven recommendations for service awards: Jeff Flannery for service as Member at Large, work with the Membership Development Committee, and work with the Finance Committee; Maxine Lurie for service as Member at Large, Chair of the Outreach Committee, and Liaison Representative with the NCCPH; Jim Cassedy for service to the Vice Chair and Meetings Coordinating Committee as resolutions majordomo; Marsha Trimble for service as chair of Charlottesville Local Arrangements Committee; Jodi Koste for service as long range memory for the Meetings Coordinating Committee, Treasurer for Charlottesville meeting, and a staunch supporter for a strong MARAC; Fynnette Eaton for service as MARAC Chair, 1995-97; and Lauren Brown for service as MARAC Archivist and resource person for the 25th Anniversary Celebration. The Steering Committee voted to approve the Committee's recommendation for service awards.

E. Custer Award Committee

No report was submitted.

F. Finding Aids Committee

The Committee discussed whether or not different criteria or procedures are necessary to evaluate electronic finding aids such as web pages for awards. It was decided that some additional criteria were necessary to identify the type of Internet access available, whether it is text only, and whether graphics were part of the package. It is hoped that a form will be developed for next year that would allow evaluation of electronic finding aids entries along these lines as well.

G. Publications Committee

• Technical Leaflets: Reprints-200 copies of Technical Leaflet #9, Photograph Preservation: Basic Methods of Safeguarding Your Collections , were printed. This leaflet will be available for sale at the Wilmington meeting.

Also, replacement resources pages for Guidelines for Archives and Manuscript Repositories were printed. Free inserts will be placed in the copies on hand to update them. A fifty cent fee will be charged for those wishing inserts to update copies already purchased.

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Steering Committee Minutes

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• Technical Leaflets: Revisions-The Committee will seek updated chapters from the original authors for the symposium volume Automation in Archives.

The brochure Questions and Answers About Careers in the Archival Profession was referred to the committee by the Steering Committee (12 May 1994) to be reworked with a focus audience of graduate and undergraduate students.

• New Titles-Catherine Keim is working on the tri-fold flyer on digitization with the Outreach Committee. She has circulated a rough draft to members and they will discuss it at their meeting in Wilmington. She hopes to submit a version to the Committee in spring of 1998.

Ben Primer will be working on the celebratory events technical leaflet during the spring of 1998. Rebecca Ebert was scheduled to present a proposal for the How to Do Archives Week technical leaflet. However, nothing has been received as yet.

The Committee approved the proposal and outline from Antonia S. Mattheou and her co-author Brenda Parnes for a technical leaflet on Implementing an Outreach Program. Antonia has the first of two parts ready for the Publications Committee to review in Wilmington.

The proposed technical leaflet on the Freedom of Information Act has been postponed. The leaflet on Moving Archives has not been confirmed as of yet. A proposal to write a draft leaflet on Collecting Ephemera by Gino Francesconi will be presented at the Wilmington meeting.

• MARAC website-The website has now been accessed 1,528 times since June 1, 1996, an increase of 425 hits since July 18, 1997. The Guide to the Archives of the Mid-Atlantic Regional Archives Conference finding aid was encoded and added to the website along with a short history of MARAC prepared by Lauren Brown and Ann Turkos.

• Session Papers Publication Policy Statement-The Committee proposed to finally adopt this statement regarding the right of MARAC to have first crack at publishing session papers but shorten the time to decide to publish from three years to by the end of the next annual meeting. Discussion centered on the intellectual property rights of session papers. The Steering Committee decided to drop further action on this issue.

• Work for Hire Publication Agreement-The Committee submitted the retitled form revised from Author's Agreement to Work for Hire Agreement for official adoption by the Steering Committee. The term Author's Agreement was adopted.

• Policy on Quoting from Reprinting a MARAC Publication-This form requires the approval of both the Publications Committee and Steering Committee to reprint a MARAC publication. A revised version was presented for adoption that requires the signature of the Publications Committee Chair (in addition to the requestor) and a statement requiring that the original form be returned to the Publications Committee and the requestor keep a copy. The Steering Committee voted to approve the revised form and include the signature of the MARAC chair, when required.

• Long range plans/goals-A report will be prepared to present to the Steering Committee at the January meeting.

• MAA Editor-Richard Wood will step down from the position of editor to become a member of the Publications Committee. Charles Greifenstein will take over the editor's duties starting with the winter issue. Richard announced that he will continue to help out during the transition phase by forwarding items for the next newsletter to Mr. Greifenstein.

Janet Linde asked that Richard or Charles prepare and bring a list of regularly scheduled announcements and their deadlines for inclusion in the newsletter to the next Steering Committee meeting in January.

H. NCCPH-no report submitted

10. **State Caucus Report**

A. Delaware-nothing to report

B. DC -The Manuscript Division of the Library of Congress hosted a meeting of the DC Caucus on September 25, 1997. Mary Wolfskill and her staff provided an informative behind the scenes tour of the Manuscript Division and showed a video entitled "Preservation and Discovery: The Story of the Manuscript Division of the Library of Congress". Programs over the past year included a tour of the Corcoran Museum of Art Archives, a workshop on "Creating a Website" conducted by Martin Kalfatovic, Smithsonian Institution Libraries, and a joint meeting with the Maryland Caucus at the National Academy of Sciences.

The DC Caucus and the National Archives Assembly were the co-hosts of the First Annual Washington, DC, Archives Fair, which was presented in commenoration of Archives Week. The event was held on Friday, October 17, from 10:00 to 4:00 in the Reception Room of the National Archives Building. Some highlights of the day included a slide show of historic DC street scenes based on images found at the Special Collections Department at George Washington University. A number of videos were shown during the day on a variety of topics, including the Heurich Mansion, history of Jewish women in Washington DC, and several videos documenting the diverse collections of the Smithsonian Institution. Numerous archives around the Washington area participated in the event by providing staff, exhibits, presentations, and literature.

The Small Repository Round Table chaired by Susan McElrath continued to meet on a regular basis. The last meeting was held on October 21 at the American College of Obstetricians and Gynecologists.

C. Maryland -The Caucus chair summarized the activities of the past several months when she took over from Margaret Burri. Highlights included a tour at John Hopkins University Special Collections and Archives, a meeting and tour of the Baltimore Museum of Industry and its Archives, a joint meeting with the DC Caucus, and a tour of Special Collections and Archives at the Naval Academy. She also mentioned the activities at College Park (National Archives) for Archives Week.

D. New Jersey -The second annual Archives Day was held October 18 at the Monmouth County Library. The event was co-sponsored by the NJ Caucus and the County of Monmouth. Archives Day was coordinated by the Monmouth County Archives; Gary Saretzky chaired the committee. Over three hundred people attended the event, including many Caucus members.

The NJ Caucus presented its first Institutional Service Award at Archives Day to the New Jersey Historical Commission in recognition of its dedicated support of archival programs in the state of New Jersey. The NJ Caucus is indebted to Lauren Brown, MARAC Archivist, for his assistance in designing the award certificate.

E. New York-The successful 9th annual Archives Week was discussed. The Archivists' Roundtable oversaw this year's Archives Week. It was reported that between 800-900 participants attended the Family History Day.

The Caucus is looking forward to the Saratoga meeting in the Spring. A flyer will be prepared to encourage caucus members' attendance.

F. Pennsylvania-It was reported that Archives Week was held at Penn State. It was also announced that Archives Week was held in the Delaware Valley area.

G. Virginia-Nothing to report.

H. West Virginia-Nothing to report.

11. **Old Business**

A. Strategic Plan -Janet Linde reminded all the state caucus chairs to discuss the issue of state institutions in the caucus meetings tomorrow. She asked the state representatives to bring a report on the results of this discussion to the next Steering Committee meeting in January.

Janet discussed the schedule for committees to present historical sketches, goals, and long range plans. In January Publications, Finance, and Finding Aids are scheduled to make their presentations in written form to the Steering Committee. The sketches and goals are to be presented together. The Essay Contest Committee has not been set up yet so their report will be postponed.

It was pointed out that Becky Collier covered both the Treasurer's and Finance Committee's Strategic Plan activities under the Treasurer's report. It was also pointed out that Danna Bell-Russel covered the Education Committee's Strategic Plan activities under standing committee reports.

The Regional Technical Assistance Program Committee (RTAP) will have a meeting in December and will make their first report to the Steering Committee in January. They hope to have the final report by the Spring. This Committee is examining whether or not to pursue the idea of a technical assistance program any further and will recommend how to finance such a program if they decide to pursue it. This would include whether to go for outside or in-house funding and whether to run a pilot program with MARAC funds prior to seeking any funding.

The Ad Hoc Committee on Contractual Services has been formed and has held its first meeting. Ben Primer convened the group. Marsha Trimble was selected as chair.

C. Regional Technical Assistance Program-Covered under Strategic Plan.

D. Bylaw revision -It was proposed to make certain changes in section 5B and 5D of the Bylaws relating to the selection of committee chairs. In section 5B the second sentence dealing with the Nominations and Elections and Membership Committee was deleted. In the next sentence the Mem-

Continued on P. 20

Simple Book Restoration Video

"Basic Refurbishment of Antique Books", a very good instructive video, 75 minutes in length, demonstrating all the basics of simple book restoration.

Section One includes *Refurbishing the Inside:* Dry Cleaning; Dog-eared Corners and Creases; Removal of Sticky Tape; Tipping In.

Section Two covers *Refurbishing the Outside*: Cleaning Leather and Gold; Calf; Morocco; Preserving and Waxing; Cloth; Half Bindings; Vellum; plus a recap section.

Video comes with an accompanying booklet. $79.00 plus $3.00 shipping.

31 Division Street
Keyport, NJ 07735
Phone: (32) 264-0306
Fax: (732) 264-8266
e-mail: KarenC5071@aol.com

Steering Committee Minutes

Continued from P. 19

bership Development Committee was inserted. A sentence is to be inserted just before the last sentence in section B saying that the Nominations and Elections Committee chair will be the elected member who received the most votes. Section D was revamped to delete the last sentence and insert a sentence saying that the Conference Chair will appoint the chairs of the Arline Custer Award and Finding Aids Award committees. The Steering Committee voted to approve the by-law revision.

It was decided to consult the Parliamentarian in regard to the use of the term ex-officio chair in relation to the Conference Treasurer ¡s role with the Finance Committee and the Vice Chair's role with the Meetings Coordinating Committee before voting to delete it from the bylaws.

E. Letter regarding the DC Archives-It was decided to delete the information about Dorothy Provine at the end of the second paragraph and add some language about increasing former staff levels. There was a motion to approve the letter as revised. The Steering Committee voted to approve the letter and send it out.

13. **New Business**

A. NARA Northeast Region-Some discussion focused on the possible closing of the regional archives. No information could be furnished by those present on whether the facility would be eliminated or consolidated under future NARA reorganizations planned for January 1998.

B. Pennsylvania Historical Society-No further news could be furnished regarding the possible reallocation or sale of part of the Society's collection.

14. **Other**

The next Steering Committee meeting will be on January 23, 1998 in Baltimore.

15. **Adjournment**

The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,

Patrice C. Brown
MARAC Secretary

MARAC MEETINGS

Spring Meeting 1998
Saratoga Springs, NY
May 7-9, 1998

Fall Meeting 1998
(Washington DC tentative)

Spring Meeting 1999
State College, PA

Fall Meeting 1999
(Princeton, NJ tentative)

Spring Meeting 2000
(site to be selected)

Fall Meeting 2000
Cleveland, OH (Joint Meeting with Midwest Archives Conference)

Mid-Atlantic Regional Archives Conference (MARAC) PLEASE JOIN US! in Saratoga Springs, NY May 7-9, 1998

Please join MARAC at its next meeting, sponsored jointly with the Lake Ontario Archives Conference, to be held in scenic Saratoga Springs, May 7-9, 1998. The Local Arrangements Committee will provide you with an opportunity to explore the city's history, wonderful restaurants, and sites in the surrounding area. The Program Committee has worked hard to develop a program with something of interest to all members, including introductions to the fundamentals, regional history highlight sessions, and an exploration of the tools & technologies of the future.

Session Abstracts

"Dancing in the Moonlight: Envisioning an Integrated Archival Community" took as its theme issues of archival cooperation in an era of archival growth and expansion. Our organizing question asked, would growth foster competition for collections and resources or collaborative efforts to advance the field? Our two speakers were Kay Domine, Assistant Dean of Libraries for Special Collections and University Archivist at the College of William and Mary, and John Suter, Executive Director of the New York Folklore Society and its Folk Archives Project.

Mr. Suter described the New York State Historical Records Advisory Board's strategic planning project that has collaboration as one of its three main themes. He outlined a variety of ways in which this could take place, but focused his presentation on the Folk Archives Project as a case study in collaboration. Begun in 1991, the project sought to identify and preserve both the papers of prominent folklorists and folk materials not in repositories. It quickly became apparent, however, that folklorists and archivists needed to learn to talk with each other. This interdisciplinary dialogue resulted in the publication of "Working with Folk Materials in New York State: A Manual for Folklorists and Archivists." Using the manual as a guidebook, folklorist and archivist teams went into the field and identified collections at risk to attempt to move into archives. Working together revealed the many commonalties between the two fields. Mr. Suter also showed us that folklife is not just 'old stuff.' Every group today has its unique cultural distinctiveness that manifests itself in a variety of folkways. Documenting these requires as much cooperation as possible, but also lends itself to advocacy with local and state legislators and other funders.

Ms. Domine described the creation of the Virtual Library of Virginia (VIVA), a state-funded project of the Commonwealth's public colleges and universities to make information resources available via the World Wide Web to the citizens of Virginia. A VIVA special collections committee of six universities and the State Library was created. Once all the institutions had the scanning technology to participate, they wrestled with what to digitize. Currently they are placing a combination of materials and finding aids for Civil War and regional history on the Web and creating a timeline of collections relating to the history of Virginia. Planning for a future project for the 400th anniversary of the Jamestown landing is underway. Many issues have to be considered: seeking private funding, the time pressures of adding Web projects to already full agendas, the impact of digitizing on service, and possible unwanted uses of materials by people downloading them from the web. Cooperation itself poses challenges in terms of time and resources as well as the responsibility for on-going maintenance of the websites. Ultimately it does offer the opportunity to make the archival record a more seamless whole and the archival repositories less isolated from each other and the users.

We thus concluded that cooperation was in fact much more likely than competition today, and that the process was sometimes more important than the product.

Lee Stout,
Pennsylvania State University

Upcoming Meetings

Review the following list of upcoming meetings and ***volunteer NOW!***

Spring 1998, Saratoga Springs, NY
Local Arrangements Chair: Geof Huth
Program Chair: Bob Morris
Meeting Liaison: John Celardo

Fall 1998, Washington, D.C. (Tentative)
Local Arrangements Chair: Fynnette Eaton

Spring 1999, State College, PA
Local Arrangements Chair: Jackie Esposito
Meeting Liaison: John Paul Deley

Fall 1999, Princeton, NJ (Tentative)
Local Arrangements Organizers: Ben Primer & Karl Niederer

Spring 2000, Location to be Determined

Fall 2000, Joint meeting with Midwest Archives Conference, Cleveland, OH
Meeting Liaison: Valerie Metzler

MARAC Business Meeting Minutes

MARAC Business Meeting Minutes
Wilmington, Delaware November 8, 1997

1. Janet Linde, MARAC Chair, called the meeting to order at 8:35 a.m.

2. The minutes of the Business Meeting of May 9, 1997 in Charlottesville, Virginia, as published in the Summer 1997 Mid-Atlantic Archivist, were approved.

3. **Chair's Report**-Janet Linde

a. Cuban Archivist-It was reported that Carlos Suarez received a scholarship to study in Spain. This requires him to remain in Spain until October 1998. Therefore, the regional study tour scheduled for the U.S. has been canceled. MARAC's three hundred dollar check in support of his regional trip has been returned. It is possible that after he returns in October 1998 we still may be able to host a presentation by him.

b. MAC/MARAC joint meeting-Janet discussed the third annual joint leadership luncheon between MAC and MARAC at SAA in Chicago. Items discussed at the luncheon included the joint meeting in Cleveland, discount subscriptions to Archival Issues, the MAC journal, for MARAC members, and MAC's experiences with contracting out for various administrative services. The MAC Council will discuss the ramifications of offering discount subscriptions to MARAC members at their fall meeting.

c. MARAC Newsletter Editor-It was announced that Richard Wood will be stepping down as editor of the newsletter after completion of his two year term. Charles Greifenstein will take over as editor starting with the publication of the winter issue.

d. Appointments-The following appointment highlights were

announced: Lois Densky-Wolff and Fred Armstrong as Steering Committee representatives to the Nominations and Elections Committee; Cynthia Requardt as Steering Committee representative to the Finance Committee; Michelle Pacifico as Chair of the Custer Award Committee; and Peter Wosh as liaison to the National Coordinating Committee for the Promotion of History (NCCPH).

4. **Vice Chair's Report**-Ben Primer

a. Economics of Meetings-Ben emphasized the economic realities of putting on MARAC conferences. He stated that our problem is that we have gotten very large as an organization and that there are a limited number of cities and hotels that can accommodate us. In addition, there are members that want to go to places like New York City , Washington DC, and Princeton where there are no hotels that can accommodate us that want to charge us under $99.00 for hotel rooms. Ben pointed out that various trade offs could be made to bring down the room rates but hotels would then want to raise fees for lunches and coffee breaks. Then depending on whether we agree to such arrangements, there can be use fees for meeting rooms or for technology (computers and overhead projectors) which can drive up registration costs. Therefore, starting next fall we will have our first over one hundred dollar hotel rate when we go to Washington DC. He also reported that at this meeting the Steering Committee voted to approve the elimination of the $50.00 limit on the registration fee. It was hoped that conferences would not go over this limit, but Ben warned that this may have to be done in the near future due to the realities of inflation, costs, and how much is built into the program.

b. Future Meetings

*Saratoga Springs NY, Spring 1998-This meeting will be held during Mother's Day weekend (May 6-9). The room rates will be under $99.00. It is a joint meeting with the Lake Ontario Archives Conference (LOAC).

*Washington, DC, Fall 1998-This meeting will be held November 19-21, 1998 at the Hyatt Regency Washington on Capitol Hill. This is the weekend before Thanksgiving. The room rates will be $125.00 for a single or a double.

*University Park, PA [Penn State], Spring 1999-This meeting will be held May 7-9, 1999 at Penn State.

*New York, Fall 1999[?]-The meeting site still has not been determined. The New York site is up in the air at this point. Members were asked to come forward with some concrete ideas for this meeting.

*Trenton/Princeton, NJ, Spring 2000-This may be a joint meeting with Oral History in the Mid-Atlantic Region (OHMAR).

*Cleveland, OH, Fall 2000-This is a joint meeting with the Midwest Archives Conference (MAC) scheduled for mid-October.

*Fixed Site Meeting Survey-MARAC members will receive in the winter issue of the newsletter an evaluation form for the fixed site meeting idea. All were encouraged to fill the form out and send it back.

c. Wilmington Meeting Appreciations-Ben thanked Local Arrangement co-chairs Margaret Jerrido and Carol Ann Harris and Program Committee co-chairs Peter Wosh and Tim Corliss for all of the work that went into putting on the meeting. The tours, celebration party, and program sessions (many were packed) were all great.

Margaret Jerrido, co-chair for Local Arrangements Committee, named the members of her committee and thanked them for a job well done which included arranging tours, speakers, publicity, the dance, exhibits, and sitting on the registration desk. Peter Wosh, co-chair for the Program Committee, acknowledged and thanked committee members for all their work in getting together a great program.

5. **Treasurer's Report**-Becky Collier

a. Fourth Quarter Treasurer's Report Highlights-Becky reported on the earning of $3,540.48 in bank interest income from two CDs that matured in July. Also included under income was mailing lists sales, and postage charged to mail Archives Week posters to those outside the region. Under expenses costs included mailing of the newsletter and dues notices, production of Archives Week poster, and travel expenses for the summer Steering Committee meeting.

Becky pointed out that our reserves are not up to $40,000.00 yet due to the fact that she has not received the check from the Charlottesville meeting. The profits will be reflected in the first quarter of next year's report. Becky was informed that Jodi Koste would give her the check at the end of the breakfast meeting.

b. Annual audit-It was reported that the books were found to be in good financial condition.

c. Strategic Plan Implementation-It was announced that the obligations assigned to the Treasurer and the Finance Committee under the Strategic Plan have been delegated to appropriate individuals or committees. It is hoped that some information will be reported at the January or May meeting of the Steering Committee.

6. **Awards**

a. Scholarship Awards

Danna Bell-Russel announced that the MARAC meeting scholarship was awarded to Cathy Lynn Mundale of Virginia Union University. The Rapport/Modern Archives Institute (MAI) Scholarship was awarded to Claire Dines of the Museum of Modern Art. It was reported that there will be one MAI and two meetings scholarships for the Spring.

b. Service Awards

Rebecca Ebert announced the following recipients of the service awards: Jeff Flannery for service as Member at Large, work with the Membership Development Committee, and work with the Finance Committee; Maxine Lurie for service as Member at Large, Chair of the Outreach Committee, and Liaison Representative with the NCCPH; Jim Cassedy for service to the Vice-Chair and Meetings Coordinating Committee as Resolution majordomo, and work with the Membership Development Committee; Marsha Trimble for service as Chair, Charlottesville Local Arrangements Committee; Jodi Koste for service as long range memory for the Meetings Coordinating Committee, Treasurer for Charlottesville Meeting, and staunch supporter for a strong, healthy service as MARAC Archivist and resource person for the 25th Anniversary Celebration.

7. **Saratoga Springs, Spring 1998 Meeting - Local Arrangements**

Geof Huth presented a humorous slide show on the wonders of Saratoga in the spring. He focused on the historical sites of interest, the mineral springs, the hospitality to be found there, and the hotel amenities awaiting us.

8. **Old Business**

a. Implementation of Strategic Plan-Janet mentioned a few highlights concerning the status of the Strategic Plan. The Ad Hoc Committee for Contractual Services has been appointed to investigate contracting out some of our administrative services. This Committee met briefly on Thursday and selected Marsha Trimble as chair. The other members of the Committee are Becky Collier, Ben Primer, Lauren Brown, Jim Byers, Russell Gasero, Valerie Metzler, Karl Niederer, and Diana Shenk. Members with ideas concerning contracting out were urged to talk with one of the members of the committee.

Jim Byers, former MARAC Treasurer, has agreed to pursue the possibly of converting MARAC to a 501-C3 organization so that we can set up an endowment fund that could benefit our educational programs.

The Regional Technical Assistance Program Committee (RTAP) was discussed. The Committee is chaired by Lucious Edwards and is charged with deciding whether the idea of a technical assistance program should be pursued any further and how to finance such a program if it is decided to pursue it. The other members of this committee are Jodi Koste, Karl Niederer, Frank Serene, and Terri Snyder.

Danna Bell-Russel as chair of the Education Committee has started planning for the establishment of the Essay Contest Committee as called for by the Strategic Plan. They will be working on guidelines for the Committee and criteria for the award.

9. **New Business**

a. Bylaws Change-Janet Linde announced changes in section 5B and 5D of the Bylaws relating to the selection of committee chairs. The purpose of the first proposed change is to correct an omission in the attached bylaw change that was approved by the membership assembled at the Fall 1994 Business Meeting. The second bylaw change adopted at that meeting changed section 3.A. of the Bylaws to order that the Nominations and Elections Committee chair would be the elected member who received the most votes. However, the Steering Committee at that time neglected to also recommend a corresponding Nominations and Elections Committee would elect its own chair.

It was pointed out that while the first proposed change was under discussion, a crisis occurred with another committee that was designated in the Bylaws to elect its own chair, but which had neglected to do so. Given the frequency with which committee operations tend to break down during times of transition, the Steering Committee decided to recommend that all chairs of Standing and Awards committees except for those whose chair's appointment is otherwise mandated in the Bylaws (Finance, Meetings Coordinating, and Nominations and Elections) be appointed by the Conference Chair. This should ensure a smoother transition of committee leadership in the future. The membership at the Business Meeting voted to approve these changes. Therefore,

Continued on P. 24

MARAC Business Meeting

Continued from P. 23

the bylaws were amended to reflect these changes. The membership present at the Business Meeting voted to approve the revised bylaws. The approved changes are as follows:

Pursuant to Section 7 of the MARAC Constitution, the following proposed change to the Bylaws is presented by the Steering Committee to the membership for a vote at this Fall 1997 Business Meeting in Wilmington, Delaware. Parentheses ( ) have been placed around added language and asterisks w/carrots *> <* used to indicate deleted language.

5. Committees

B. Standing Committee members shall be appointed by the Conference Chair. *>The Nominations and Elections, and Membership Development Committees shall each elect its own chair.<* The Conference Chair shall appoint the chairs of the Education, (Membership Development), Outreach, and Publications Committees. The Conference Vice Chair shall serve as ex-officio chair of the Meetings Coordinating Committee. The Conference Treasurer shall serve as ex-officio chair of the Finance Committee. (The Nominations and Elections Committee chair shall be the elected member who received the most votes.) Members may not chair more than one Standing Committee.

D. The awards committees shall be the Arline Custer Award Committee and the Finding Aids Award Committee. Members of the Custer Committee shall be nominated and elected for three (3) year staggered terms following provisions of Bylaw 3. Members of the Finding Aids Award Committee shall be appointed by the Conference Chair for three (3) year terms. (The Conference Chair shall appoint the chairs of the Arline Custer Award Committee and the Finding Aids Award Committee.) *>Each committee shall elect its own chair from its membership.<*

10. **Other**

The following resolution was read by Adele Lerner:

Whereas 25 years ago there was a vision
To create a conference of the Archival Division

It happened in Delaware in the town of Wilmington
It was raining then and it's still not done

Attendees all chipped in 3 dollars to come
It's a bit more now considering inflation

Although we know now there is no stained glass
The church where we first met still lasts

The programs then were fit for beginners
And the hospitality was fine for all of us sinners

Here in Wilmington home to the best shad fishin'
We're still true to the original mission

Beginners and Fogeys, MARAC is home to us all
Call Margaret and her troopers and they'll do it next Fall

At the luncheon we were munchin' on chicken and Alfredo
And were greeted, indeed treated to a special slideshow

Professor Herman, his voice it was gentle
He told us of houses that were monumental

The Fogeys they spoke, they told their stories
They told of the days of past MARAC glories

They told of some tales of former transgressions
Denis Sennet got spanked, between the confessions

We checked out all the vendors
We surveyed all their stocks

Still later we discovered
Archival wine in a box

At the Dance, the late D.J. played music
From the seventies, et. cetera
Every song he put on, it just got better-a
The Dancer's boogied down to music we'd not heard in a while
But they danced with a flair, you might say with style

We saw shipyards and breweries
And the Dupont hotel

And we even caught some sessions
Yes-we did that as well

Whereas, we thank Margaret and her troopers...
They were terrifically supers

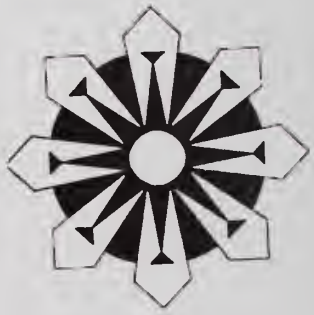
Therefore, this is a resolution that MARAC thanks
The Local Arrangements Committee
For connecting us to our past
And helping to insure, this will not be our last

11. **Adjournment**

The meeting was adjourned at 9:45.

Respectfully Submitted,

Patrice C. Brown
MARAC Secretary



TREASURER'S REPORT

Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1997
October 1, 1996 -September 30, 1997

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1995 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$10,576.00	$3,373.00	$477.00	$403.00	90%	14,829.00	$14,678.00
Publications Sales	1,500.00	498.65	238.49	721.40	0.00	97%	1,458.54	1,203.37
Pub. Advertising	800.00	60.00	0.00	775.50	343.50	147%	1,179.00	1,034.00
Bank Interest	2,800.00	90.10	210.12	186.78	3,540.48	144%	4,027.48	3,306.59
Conferences	15,000.00	0.00	9,066.51	0.00	0.00	60%	9,066.51	14,560.34
Mailing List Sales	360.00	100.00	80.00	40.00	60.00	78%	280.00	320.00
Contributions	250.00	182.00	180.00	0.00	0.00	145%	362.00	159.00
Miscellaneous	0.00	48.00	0.00	31.35	10.00	4800%	89.35	427.50
Total Revenue and Support	**$37,210.00**	**$11,554.75**	**$13,148.12**	**$2,232.03**	**$4,356.98**	**84%**	**$31,291.88**	**$35,688.80**
EXPENSES								
General	$1,700.00	$0.00	$20.00	$1,100.00	$12.27	67%	$1,132.27	$1,145.00
Administrator	4,800.00	60.82	317.13	821.26	492.02	35%	1,691.23	1,338.42
Treasurer	710.00	59.53	509.48	42.00	17.80	89%	628.81	590.95
Membership	1,100.00	216.10	76.80	62.82	108.80	42%	464.52	786.46
Committees	6,100.00	855.77	1,592.48	15.52	1,828.72	67%	4,292.49	5,830.94
Conference Advances	4,625.00	0.00	3,000.00	2,000.00	0.00	108%	5,000.00	4,508.17
Publications	15,100.00	1,074.90	4,797.63	555.00	4,705.00	74%	11,132.53	11,361.25
Awards	425.00	200.00	0.00	225.00	0.00	100%	425.00	325.00
MARAC Scholarship	2,000.00	1,248.37	0.00	558.02	0.00	90%	1,806.39	1,422.54
Grant Project Expenses	600.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00	0.00	0.00	0%	0.00	0.00
Total Expenses	**$37,210.00**	**$3,715.49**	**$10,313.52**	**$5,379.62**	**$7,164.61**	**71%**	**$26,573.24**	**$27,308.73**
NET INCOME or (NET LOSS)		**$7,839.26**	**$2,834.60**	**($3,147.59)**	**($2,807.63)**		**$4,718.64**	

SUMMARY

Opening Balance	$103,113.87
Income	4,356.98
Expenses	(7,164.61)
Closing Balance	**$100,306.24**
Cash Accounts	
Checking Accts:	$4,582.30
Savings Accts:	28,368.28
Cert. of Dep:	67,355.66
Total	**$103,306.24**

Fund	Opening	Credits	Debits	Closing
Current	$56,062.67	$1,001.32	($7,164.61)	$49,899.38
Endowment	8,551.20	3,355.66		11,906.83
Reserve	38,500.00			38,500.00
Total	**$103,113.87**	**$4,356.98**	**($7,164.61)**	**$100,306.24**

Preservation News

Help keep your MARAC colleagues abreast of the latest preservation information and news about your state or region by sending it to: Evelyn Frangakis, Preservation Officer, National Agricultural Library, 10301 Baltimore Ave., Beltsville, MD 20705-2351, phone (301) 504-6503, fax (301) 504-7593, e-mail efrangak@nal.usda.gov.

Exhibitions: "New Preservation Technologies, Standards, and Models, the 13th Annual National Archives and Records Administration Preservation Conference," will be held at the downtown National Archives Building, 7th and Pennsylvania Avenue, N.W., Washington, D.C. on March 26, 1998. The conference will focus on new technologies that enhance preservation during exhibition. Topics include: A New National Standard for Exhibitions; Preservation in the Curatorial Planning Process; Exhibit Lighting at the Minnesota Historical Society: Meeting Preservation Objectives While Enhancing Visitor Experience; Improving Air Quality in the Micro-environment; New Digital Imaging Technologies for Facsimile Reproductions; Mounting and Framing Techniques; Exhibiting on the Web. Speakers will address the issues of standards, responsibilities, limitations, controls, alternatives, and materials. The conference will also include hints, tips, and models on how to create exhibits that meet preservation standards and examples of on-line digital exhibits. Registration is $50, payable to the National Archives Trust Fund, c/o Eleanor Torain, Conference Coordinator (NWDP), 8601 Adelphi Road (Rm. 2800), College Park, MD 20740-6001. Include your name, institutional affiliation, and return address for confirmation. For more information: e-mail preserve@nara.gov, phone (301) 713-6718, or fax (301) 713-6653. A schedule and list of speakers may be found on NARA's Web site: <http://www.nara.gov/nara/preserva/conferen/>.

★

CBR Consulting Services, Inc. has developed a set of universal exposure testing tools for use in preservation microfilming applications. "Preservation Microfilming Exposure Testing Tools & Visual Inspection Guide®" by Eileen Usovicz is available to organizations involved in preservation microfilming. These exposure testing tools consist of a range of white and faded paper samples of various textures as well as colored paper samples culled from discarded library materials. The set consists of 27 3"x3" and 27 5"x8" paper samples. Use of the guide can reduce the amount of time spent testing exposure and eliminate much of the need to test original materials, as well as the need to test for each new project. The guide eliminates confusion that can arise among camera operators as a result of the differences in the way individuals perceive and describe color. Standardized exposure testing materials also facilitate trouble-shooting. The "Preservation Microfilming Exposure Testing Tools & Visual Inspection Guide®" is available for $200 plus $12 shipping/handling/insurance per set from: CBR Consulting Services, Inc., P.O. Box 22421, Kansas City, MO, 64113, phone (816) 444-8246, fax (816) 444-8265, e-mail leemaps1@aol.com.

★

With support from the Commission on Preservation and Access, the Regional Alliance for Preservation (RAP) has produced an information leaflet entitled "Defense Against Disaster" (September 1997), which provides eyewitness accounts from each of the five participating organizations in RAP. It also includes a selective listing of World Wide Web resources to assist institutions with the development of disaster plans. The leaflet may be obtained through the field service office of your area regional center or by calling CCAHA (215) 545-0613 or NEDCC (508) 570-1010. For more information on RAP, see its Web site: <http://clir.stanford.edu/rap/>.

★

The Commission on Preservation and Access (CPA) report, "Preserving Digital Information: Report of the Task Force on Archiving of Digital Information" by Donald Waters and John Garrett received the Society of American Archivists' 1997 Preservation Publication Award. For information about CPA publications, visit the following Web site <http://clir.stanford.edu/pubs/>.

★

The following have joined the staff of the Council on Library and Information Resources (CLIR): Abby Smith as the Preservation and Access Program Officer, effective September 15, 1997; and Donald J. Waters as the Director of the Digital Library Federation, effective October 6, 1997.

★

The new Terry Sanders film, *Into the Future: On the Preservation of Knowledge in the Electronic Age*, will be broadcast on PBS on Tuesday, January 13, 1998, at 10 p.m. EST. This sequel to *Slow Fires*, produced in association with the Commission on Preservation and Access and the American Council of Learned Societies, explores whether digitally stored information and knowledge will survive into the future. The film may be purchased from the American Film Foundation, P.O. Box 2000, Santa Monica, CA 90406, (310) 459-2116; fax (310) 394-1260. The one-hour VHS version is $59.50 plus $10 shipping/handling and the half-hour VHS version is $39.50 plus $10 shipping/handling.

★

According to the chart, "The VidiPaxJ Videotape Format Guide" is a survey of all NTSC videotape formats commercially introduced since 1956 when 2" Quad Tape was first used as a recording medium. The guide is intended as a reference tool, breaking

down the various characteristics of each format. It is not designed to be all encompassing, but rather a "real world" survey of our recording heritage. Additional information may be obtained from VidiPaxJ: phone (800) 653-8434, e-mail vidipax@panix.com or visit its the Web site at <http://www.panix.com/~vidipax/>.

★

"Making Albums for Photos and Paper Collectibles," by Richard Horton, with illustrations by Gary Frost (Westfield, MA, 1997, 62 pp., $18), delivers eight photo album mounting ideas that are safe for photos. Clear instructions and step-by step illustrations make errors almost impossible, and production tips speed up the work, allowing the conservator or craftsman to meet the deadline and do it within the budget. Horton is a bookbinder/conservator at Bridgeport National Bindery in Agawam, MA, and is a graduate of the Columbia University Library and Archives Conservation Program. For additional information or to order this publication, contact: Richard Horton, 46 Holland Ave., Westfield, MA 01085-3733.

★

The November 1997 issue of the *Abbey Newsletter* (v. 21, #4) contains two articles of interest to archivists concerned with preservation of their holdings: "Meeting on Collections Environments" (by Frank D. Preusser, conference chair, pp. 57-58), and "How Stable Are Photos on RC Papers?" (By Doug Nishimura of the Image Permanence Institute, p. 60). Visit the Abbey Publications Web site: <http://palimpsest.stanford.edu/byorg/abbey/>. The "Useful Addresses©1997," a yearly compilation of organizations and publications related to preservation is available at this site, as are back issues of the newsletter. The September issue of the newsletter (v. 21, #3) contains a list of preservation-related Web sites (pp. 37-38).

New MARAC Members

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Sister Regina Lanahan, OSF
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